



# *Manager's Report*

## *for Council Meeting December 9, 2003*

### **FINANCE**

Listed below are new businesses licensed during this period:

#### **Business Name**

Aardvark Power & Acoustics  
AGA Home Improvements  
Creative Memories  
HN&A Geotechnical Services Inc  
Hrabal Creative  
LSB Computer Services  
Makes Creativity  
Plane Sense Appraisal Co  
Spring Essence

### **HUMAN RESOURCES**

New hires, promotions, transfers and separations for the period of November 24 through December 5, 2003:

#### **New Hires**

Alexandra Gressitt

#### **Position**

Library Manager

#### **Department**

Thomas Balch Library

#### **Promotions**

None

#### **Transfers**

None

#### **Separations**

#### **Position**

#### **Department**

##### ***Resignations***

None

##### ***Retirements***

None

##### ***Terminations***

None

**PLANNING, ZONING & DEVELOPMENT****PLANNING DIVISION:**

<b><u>DIVISION OF CURRENT PLANNING</u></b> <b><u>PLAN REVIEW ACTIVITY</u></b>
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<b>PLANS REVIEWED DURING THE PERIOD OF:</b> <b>NOVEMBER 19, 2003 – DECEMBER 2, 2003</b>
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Project Name	Project Type	Submission Number	Proposal Description
Providence Baptist Church	Request for Development Plan Waiver	1 <sup>st</sup>	Expansion of the existing church building
Kincaid Forest, Section 12A, Lots 418-420	Easement Plat	1 <sup>st</sup>	Various on-site easements
South King Street Center	Preliminary Development Plan	2 <sup>nd</sup>	20,912 square foot retail center
Dulles Motors Used Cars @ Parker Court	Preliminary/Final Development Plan	1 <sup>st</sup>	2,295 square foot used car dealership
23 Sycolin Road (Tramell Subdivision, Lots 2 and 3)	Variation Request	1 <sup>st</sup>	Request to waive public road frontage requirements
40 Sycolin Road (Jafari Office Building)	Easement Plat & Deed	1 <sup>st</sup>	On-site easement
40 Sycolin Road (Jafari Office Building)	ROW Plat & Deed	1 <sup>st</sup>	ROW dedication
Leesburg Central	Rezoning	2 <sup>nd</sup>	22,230 square foot of office/retail uses
Leesburg Plaza Shopping Center	Sketch Plan	1 <sup>st</sup>	Bank and drive-thru restaurant

<b>PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF:</b> <b>NOVEMBER 19, 2003 – DECEMBER 2, 2003</b>
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Project Name	Project Type	Submission Number	Proposal Description
40 Sycolin Road (Jafari Office Building)	Easement Plat & Deed	1 <sup>st</sup>	On-site easement
40 Sycolin Road (Jafari Office Building)	ROW Plat & Deed	1 <sup>st</sup>	ROW dedication
Catoctin Circle Center	Preliminary Development Plan	2 <sup>nd</sup>	90,200 square foot of office/retail uses consisting of four buildings including a bank and drive-thru restaurant
Leesburg Central	Rezoning	2 <sup>nd</sup>	22,230 square foot of office/retail uses
Northeast Leesburg Street Improvements	Capital Improvement Project	2 <sup>nd</sup>	Street improvements
Waterside at Leesburg	Rezoning	1 <sup>st</sup>	201 single-family attached residential units (townhouses)
Kentucky Fried Chicken/A&W	Special Exception	2 <sup>nd</sup>	3,152 square foot drive-thru restaurant

**ZONING DIVISION:****Zoning Permits Issued New Residential**

Edwards Landing 2 SFD/House Change @ \$200,000 4 SFD @ \$105,000

Potomac Crossing 3 SFD @ \$105,000

**Zoning Permits Issued Commercial**

803 Sycolin Drive SE - interior fit-up \$10,000 Air Park Commercial Center  
281 Fort Evans Road - fire repair to Manor Apartments @ \$20,000

**Occupancy Permits Issued Residential**

Stratford - 10 SFA 4 SFA/Duplex  
Edwards Landing - 2 SFD & 2 SFA  
Kincaid Forest - 2 SFA & 2 SFD  
Stowers - 4 SFD  
Drymill - 4 SFA  
The Hamlets at Leesburg - 1 SFA/Duplex

**Occupancy Permits Issued Commercial**

50 Catoctin Circle, N.E. Leesburg Office Plaza

**Special Exceptions**

1. SE 2002-07 Star Pontiac, Buick & GMC: Located at 326 E. Market Street. The application is for an expansion of the existing office and sales areas as well as an increase in the number of service bays. The applicant is in the process of making revisions to the special exception plan. A Planning Commission preview was held on November 6, 2003 and the public hearing was held on November 20, 2003. The item will be back before the Planning Commission for post-public hearing consideration on December 4, 2003.
2. SE 2002-12 KFC/A&W: This application is for a fast food restaurant with drive-thru windows. This would be located off of Edwards Ferry Road, across from the existing Sheetz (site of the previously proposed SE for a Tires Plus). The Planning Commission preview was held at the April 3, 2003 meeting and the public hearing was scheduled for April 17, 2003. At this meeting, at the applicant's request, the Planning Commission voted to postpone the public hearing to a future date. Staff met with applicants on November 12, 2003 to reschedule review. Revised plans were submitted on November 20, 2003.
3. SE 2003-0004 Water Pollution Control Facility Expansion & Utility Lines Division Maintenance Building: Located at 1391 E. Market Street, this special exception application seeks to expand an existing water treatment facility ("Water Pollution Control Facility") from 5 MGD to 7.5 MGD plus relocation of the Utility Lines Division service facility to the western portion of the site. The application was accepted for review on August 18, 2003. The Planning Commission public hearing has been rescheduled at applicant's request to provide additional time for staff and the applicant to address outstanding issues.
4. SE 2003-0005 Loudoun Motor Sports: Located at 212 Catoctin Circle, S.E. (the old Southern States property), this application is for a vehicle sales, service and storage facility use. The application was accepted for review on August 29, 2003 and the second submission has been reviewed. The Planning Commission public hearing was held on November 6, 2003. At that meeting the commission recommended approval of the application to the Town Council. A Council preview was held on November 24, 2003 and a public hearing is scheduled for December 9, 2003.

5. SE 2003-0006 Costco Tire Center: Located in Battlefield Marketplace Shopping Center at the intersection of Edwards Ferry Road and the Route 7/15 Bypass, this application seeks to amend existing Board of Zoning Appeals Special Exception #88-167 to permit the relocation of a vehicle service center (tire installation facility with four bays) on property in Battlefield Marketplace. The application was accepted for review on September 5, 2003 and is currently under review. A Planning Commission preview was held November 6, 2003 and the public hearing was held on November 20, 2003. The item will be back before the Planning Commission for post-public hearing consideration on December 4, 2003.
6. SE 2003-0007, 9 Cardinal Park Drive (Jerry's Ford): Applicant John's Ford, Inc. t/a Jerry's Leesburg Ford seeks special exception approval for an outdoor vehicle storage use on a portion of a 3.58-acre parcel. The plans are currently under review for acceptance for processing by the Town.

### **Rezoning**

1. ZM 2002-05 & SE 2002-11 Misty Ridge Rezoning: Located on the east side of Sycolin Road across from the Stratford planned development, the applicant (D.R. Horton Company) seeks to rezone 7.9 acres from R-1 to R-4 to permit 17 single family detached residential units on the property. Staff received revised plans on May 30, 2003. The plans are currently under review. The Planning Commission public hearing has been rescheduled at the applicant's request to provide additional time for staff and the applicant to address outstanding issues.
2. ZM 2003-0003 Leesburg Central Rezoning: The applicant James D. Turner seeks to rezone six (6) parcels zoned B-1 and RHD to B-1 with a concept plan and proffers to build approximately 23,500 square feet of commercial office space with some additional retail space. The plans were accepted for review on August 22, 2003 and revised plans were submitted for review on November 14, 2003 and are currently under review. The property is located in the southeast quadrant at the intersection of Loudoun Street and Harrison Street.
3. ZM 2003-0005 Waterside at Leesburg: The applicant Waterside at Leesburg, LC, c/o ESDC, Inc. seeks to rezone approximately 51.5 acres from R-6, B-2 and B-3 to PRN to permit 201 residential units. The plans were accepted for processing by the Town on November 21, 2003.

### **ZONING ORDINANCE AMENDMENTS**

No Zoning Ordinance Amendments are being processed at this time.

### **BOARD OF ZONING APPEALS CASES**

The following case was heard at the December 1, 2003 BZA meeting: BZA Case #03-06 Kit & Kaboodle Pet Care Service, LLC - appeal of the Zoning Administrator's determination that the business owner is operating in violation of the Home Occupation Regulations per Zoning Ordinance Sec. 9.4.3.E.6. The BZA upheld the Zoning Administrator's determination by a vote of 4-0-1.

**WATER & SEWER ADMINISTRATION****During this time frame there were:**

- 20 - Public Facility Permits issued totaling \$223,327.00
- 23 - work orders issued for meter sets
- 30 - requests for occupancy inspection were issued

**Capital Projects Update**

- Water Meter Conversion – The project substantial completion date was December 1, 2003. Approximately 12,000+ meters have been converted to fixed based network.
- Three plans were received for review within the service area.
- Design workshops for expansion of the Water Treatment Plant and Water Pollution Control Plant are in progress and proceeding according to schedule.
- Review comments for Woodlea Mini-Pressure Zone pump station have been received and forwarded to the engineer. Revised plans are expected in a few weeks.
- A request for proposal for service during construction for the Water Pollution Control Plant expansion has been advertised.
- Minor revisions to the DCSM Article 2 are being processed.
- Attended several pre-application meetings regarding preparation of proposed developments.
- Mid-year and FY 05 budgets were completed and turned in to the budget officer.
- A total of three bids were received in response to an RFP issued for purchase of a portable generator for the remote facilities. The bids are under review.
- The special exception plat for the Water Pollution Control Plant expansion and the utility lines division's maintenance buildings will require traffic study. We will meet with our engineer to solicit a proposal for this work.

**UTILITY LINES DIVISION****Training:**

- attended Human Resources Roadshow on Federal Regulations
- held building safety training (Book 11).

**Routine items include:**

- service turn on's and off's
- water meter readings
- complaint investigations
- rodding and cleaning sanitary sewer trouble spots
- marking water and sewer lines for contractors & citizens
- vehicle & ditch maintenance
- bush hogging.

**Summary Programs**

- performed complete maintenance on 80 fire hydrants.
- new connections to town utility system: 29
- total number of water leak repairs: 1
- responded to 467 requests to locate utilities (Miss Utility).

**TOWN OF LEESBURG**

Full-time vacancies as of December 5, 2003

Department	# Vacs	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
<i>Airport</i>	1	Airport Director	7/1/03	√	√	√	√		
<i>Econ Dev</i>	1	Administrative Associate II	3/9/01	<u>On hold*</u>					
<i>Eng &amp; PW</i>	1	Senior Engineer	7/1/02	√	√				
	1	Administrative Associate II	8/1/03	√	√	√	√		
	1	Maintenance Worker II	8/20/03	√	√	√	√	√	√
	1	Maintenance Worker I	11/24/03	√	√				
<i>Finance</i>	1	Meter Technician	7/30/03	√	√	√			
	1	Purchasing Associate	8/12/03	√	√	√			
	1	Director of Finance	10/21/03	√	√				
<i>IT</i>	1	Director of Info Tech	9/16/03	√	√	√			
<i>P &amp; Z</i>	1	Senior Planner	7/01/03	√					
<i>Police</i>	1	Admin Assoc II	12/1/02	√	√				
	2	Police Officer	7/1/03	√	√				
	1	Police Officer	10/15/03	√	√				
<i>Util Admin</i>	1	Senior Engineer	7/1/02	<u>On hold*</u>					
<i>Util Lines</i>	1	Util Maint Wrkr II	11/10/03	√					
<i>Water Supply</i>	1	Sr. Utility Plant Operator	11/10/03	√					
	1	Assistant Superintendent	11/17/03	√					
<i>WPCD</i>	1	Sr. Utility Plant Operator	11/10/03	√	√				
<b><u>TOTAL</u></b>	19								

\*On hold = Department is not actively recruiting this position.

\*\*Frozen = For budgetary reasons, Department has identified this position to remain vacant for the rest of the fiscal year.